

The Code of Ordinances of the City of Reading

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CODE OF ORDINANCES

of the

CITY OF READING

Berks County, Pennsylvania

Published by Authority of the City

Adopted May 29, 2001

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OFFICIALS
of the
CITY OF READING
County of Berks
Pennsylvania

ELECTED OFFICIALS

Mayor	-	Tom McMahon
City Council		
Council President	-	Vaughn D. Spencer
Council District 1	-	Stephen Fechs
Council District 2	-	Donna Reed
Council District 3	-	Marcia Goodman Hinnershitz
Council District 4	-	Stratton Marmarou
Council District 5	-	Jeffery S. Waltman
Auditor	-	David Cituk

APPOINTED OFFICIALS

Managing Director	-	Leon Churchill
City Clerk	-	Linda A. Kelleher
City Solicitor	-	Charles Younger
Human Resources Director	-	William Wagner
Public Works Director	-	Charles Jones
Fire Chief	-	William Rehr, III
Police Chief	-	William M. Heim
Community Development Director	-	Adam Mukerji
Finance Director	-	Ryan P. Hottenstein

FOREWORD

History

This comprises the codification of the Ordinances of the City of Reading. The City was incorporated as a City on March 16, 1847 was laid out as a town in 1784 and incorporated as a borough on September 15, 1783.

The City of Reading was previously codified by the Walter H. Drane Company and was adopted by *Ord. 34-1983*, August 24, 1983.

The Code of Ordinances of the City of Reading was prepared by Penns Valley Publishers, a division of Fry Communications, Inc., and adopted by the City Council on May 29, 2001, by Ordinance Number 14-2001.

Organization

The Code contains four parts which are (1) the valid current ordinances of the City contained in Chapters 1 through 27, (2) the Appendix, which lists by abstracted title all ordinances of a temporary or "one time" nature, (3) the Key to the disposition of each ordinance ever enacted by the City, and (4) the Index, which is an alphabetical arrangement of subjects.

In the Code each Chapter is separated by a divider tab, and specific ordinances can be located by subject on the contents page at the beginning of each Chapter. The Index may also be used to search for a subject when one is looking for general information on a particular subject, or if it is not known in which Chapter the subject might be found. The Appendix consists of several general categories containing a chronological listing of short subject descriptions along with a reference to the original ordinance and its date of enactment, if known.

The Key to disposition indicates what action has been taken by the City Council with regard to every ordinance ever enacted. An ordinance has either been (1) specifically repealed, (2) superseded by another ordinance, (3) is located in a Chapter of the Code book, or (4) is located in the Appendix. Annual tax rate and budget ordinances are located only in the Key. The Key is a cross reference to the original ordinance books of the City, and to the location within the Code of each ordinance by number.

ORDINANCE NO. 14-2001

AN ORDINANCE ADOPTING THE CODE OF ORDINANCES OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA; CONSOLIDATING, REVISING, AMENDING AND REPEALING CERTAIN ORDINANCES; ENACTING CERTAIN NEW PROVISIONS; PROVIDING A PROCEDURE FOR AMENDING THE CODE AND FOR THE CITATION OF THE CODE AND THE EFFECTIVE DATE THEREOF; ESTABLISHING RESPONSIBILITY FOR MAINTENANCE OF THE CODE; SAVING CERTAIN PROVISIONS FROM REPEAL; AND PRESCRIBING PENALTIES FOR VIOLATION.

The City Council hereby ordains:

Section 1. Adoption. The "Code of Ordinances, City of Reading," as prepared and published for the said City of Reading, is hereby adopted as a consolidation, codification and revision of the ordinances of the City of Reading. Chapters 1 through 27 thereof contain the text of the body of all general administrative and regulatory ordinances of the City of Reading organized as follows:

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Chapter 1	Administration and Government
Chapter 2	Animals
Chapter 3	Bicycles
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Chapter 9	Grading and Excavating
Chapter 10	Health and Safety [Reserved]
Chapter 11	Housing
Chapter 13	Licenses, Permits and General Business Regulations
Chapter 14	Mobile Homes and Mobile Home Parks [Reserved]
Chapter 15	Motor Vehicles and Traffic
Chapter 16	Parks and Recreation
Chapter 17	Planned Residential Development [Reserved]
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Chapter 19	Signs
Chapter 20	Solid Waste
Chapter 21	Streets and Sidewalks
Chapter 22	Subdivision and Land Development
Chapter 23	Swimming Pools
Chapter 24	Taxation; Special
Chapter 25	Trees
Chapter 26	Water [Reserved]
Chapter 27	Zoning

APPENDIX:

A	Annexation of Territory
B	Bond Issues and Loans
C	Franchise and Services
D	Governmental and Intergovernmental Affairs
E	Plan Approval
F	Public Property
G	Sewers
H	Streets and Sidewalks
I	Water
J	Zoning; Prior Ordinances

Key to the Disposition of All Ordinances

The Appendix of the volume lists, by subject matter, in chronological order, the titles (or an abstract of title) of enactments of special nature or of historical interest, for the complete text of which the official records of the City of Reading shall be authoritative.

Section 2. Citation and Effective Date. The codification referred to in section 1 of this ordinance shall be known and cited officially as the "City of Reading Code of Ordinances," and all future ordinances shall make reference thereto. This ordinance shall become effective immediately upon publication of notice of final enactment as required by law.

Section 3. Saving Clause. The provisions of the City of Reading Code of Ordinances, so far as they are the same as those ordinances and regulations in force immediately prior to the adoption of said Code, are intended as a continuation of such ordinances and regulations and not as a new enactment. The provisions of the City of Reading Code of Ordinances shall not affect any suit or prosecution pending or to be instituted to enforce any of the prior ordinances or regulations.

Section 4. Consolidation and Revision. As a necessary part of codification, the following provisions are hereby consolidated and revised as indicated:

A. Consolidations

Section	Subject	Ordinance No.
§15-101 - §15-1105	Motor Vehicles and Traffic	34-1957, 3-1962, 15-1965, 6-1966, 69-1966, 7-1967, 40-1968, 5-1971, 11-1971, 52-1974, 15-1977, 48-1977, 49-1977, 50-1977, 63-1980, 30-1981, 31-1981, 69-1981, 17-1982, 30-1982, 100-1986, 15-1990, 25-1988, 36-1996, 44-1998, 6-1999, 13-1999, 16-1999, 28-1999

B. Revisions

Chapter, Part	Subject	Ordinance No.
§1-571	Planning Commission	46a-1914
§§24-301 - 24-317	Realty Transfer Tax	65-1968

Section 5. New Enactments, Amendments and Repeals. As a necessary part of codification, the following ordinances are hereby enacted, amended and repealed as summarized by short title:

A. New Enactments

Section	Subject
§§6-401 - 6-404	Prohibiting Discharge of Firearms
§13-310	Exceptions
Chapter 15, Entire Length	Motor Vehicles and Traffic

B. Amendments

Section	Subject	Ordinance No.
§1-181	Administrative Organization	17-1996, §8.01
§1-191	Fire Suppression Division	17-1996, §8.64-8.71; 30-1996, §1
§1-199.19	Penalties	17-1996; 16-1997, §9
§1-252	Holidays	18-1996, §5.02
§1-301	Compensation	74-1989, §1
§1-543	Creation, Members, Term and Expenditures	7-1986, §3
§1-554	Meetings	48-1981, §4
§1-561	Creation and Name	10-1975, §1; 17-1975, §1
§1-562	Purpose	10-1975, §2; 17-1975, §1
§1-563	Powers and Duties	10-1975, §3; 17-1975, §1

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§1-565	Term of Office	10-1975, §5; 17-1975, §1; 6-1977, §1; 22-1978, §2
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§1-584	Additional Staff	25-1961, §7
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§1-632	DiLauro Interest Arbitration Award	4-1972; 61-1986, §§1,2
§1-633	Members Contributions; Increase	4-1972, §12

§1-639	Employment Termination Prior to Entitlement	4-1972, §18; 38-1979, §1
§1-640	Entitlement to Benefits	4-1972, §19; 9-1974, §1; 107-1995, §1
§1-641	Members Right to and Amount of Benefits; Service Increment Contributions	4-1972, §20; 9-1974, §2; 146-1992, §1; 107-1995, §§2, 3
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§1-703	Adoption of Procedures and Regulations	6-1995, Art.3
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§1-803	Lieutenant	49-1982, §2; 52-1990, §§2, 3; 121-1990, §2; 13-1992, §§1, 2
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§1-903	Classifying Members of Volunteer Fire Companies into Certified Volunteer Firefighters and Volunteer Nonfirefighters	74-1937; 18-1989, §1
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§25-105	General Maintenance	42-1973, Art. V; 68-1995, §II

C. Repeals

Ordinance No.	Subject
10-1945	Smoking in Public Places
27-1953, §9	Loitering
40-1973, §12	Birth, Death and Marriage Certificate Fees

Section 7. Land Use Amendments. The City of Reading Code of Ordinances is hereby amended as is more fully shown in the complete text of Chapters 22 and 27 thereof which is attached hereto and made part hereof by reference hereto as if fully set out at length herein, with deletions shown by ~~strike-through~~ and additions shown by underline, all of which is briefly summarized hereinafter.

A. New Provisions. The following provisions are new provisions which are being added to the Code, are underlined throughout the text, and are summarized as follows:

Section	Subject
§22-709	Enforcement Remedies

B. Revised Provisions. The following provisions of the Code are revised, the text of which indicates deletions by strike-through and additions by underline, and are summarized as follows:

Section	Subject	Ordinance No.
§22-105	Jurisdiction and Application	39-1977, §1.5; 35-1978, §1
§22-202	Meanings of Specific Words	39-1977, §2.2; 35-1978, §1
§22-302	Classification of Subdivisions	39-1977, §3.0
§22-303	Submission of Sketch Plan	39-1977, §3.1
§22-304	Submission of Preliminary Plan for Major Sub- division Only	39-1977, §3.2
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§22-402	Preliminary Plans for Major Subdivision	39-1977, §4.1
§22-403	Final Plans	39-1977, §4.2; 35-1978, §1
§22-404	Soil Percolation Test Requirements	39-1977, §4.3
§22-501	Application and General Standards	39-1977, §5.1; 35-1978, §1
§22-504	Lots and Parcels	39-1977, §5.4

§22-505	Sanitary Sewage Disposal	39-1977, §5.5; 35-1978, §1
§22-506	Water Supply	39-1977, §5.6
§22-507	Storm Drainage	39-1977, §5.7
§22-508	Public Use and Service Area	39-1977, §5.8; 35-1978, §1
§22-602	Required Improvements	39-1977, §6.1
§22-705	Modifications	39-1977, §7.4
§22-708	Preventative Remedies	39-1977, §7.8
§27-201	Zoning Administrator	56-1995, §1303.01
§27-203	General Administrative Procedures	56-1995, §1303.03
§27-204	Enforcement Notice	56-1995, §1303.04
§27-205	Causes of Action	56-1995, §1303.05
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§27-303	Temporary Occupancy Permits	56-1995, §1304.03
§27-304	Denial and Revocation of Permits and Certificates	56-1995, §1304.04
§27-306	Records	56-1995, §1304.06
§27-307	Certificate of Nonconforming Use of Structure	56-1995, §1304.07
§27-308	Report	56-1995, §1304.08
§27-402	Membership and Filling of Vacancies	56-1995, §1305.02
§27-406	Functions	56-1995, §1305.06
§27-408	Applications	56-1995, §1305.08
§27-409	Time Limitations; Persons Aggrieved	56-1995, §1305.09
§27-410	Hearing Procedures	56-1995, §1305.10
§27-411	Stay of Proceedings	56-1995, §1305.11
§27-501	Zoning Map and Boundaries	56-1995, §1306.01
§27-607	Nonconforming Uses, Buildings and Structures	56-1995, §1307.07
§27-911	Front Yard Exception	56-1995, §1310.11
§27-916	Mobile Home Parks	56-1995, §1310.16
§27-917	Antennae, Antenna Structures and Satellite Dishes	56-1995, §1310.17

§27-1002	Conditions for Special Exception Uses	56-1995, §1311.02; 7-1997, §1
§27-1003	Conditions for Conditional Uses	56-1995, §1311.03
§27-1101	Permit	56-1995, §1312.01
§27-1105	Temporary Fences, Walls or Similar Structures	56-1995, §1312.05
§27-1403	Off-Street Parking Standards	56-1995, §1315.03
§27-1503	Residential Districts (R-1A, R-1, R-2, R-3 and R-O)	56-1995, §1316.03; 17-1997, §1
§27-1513	Landscape Designs and Landscaping Requirements	56-1995, §1316.13; 17-1997, §1
§27-1519	Inspections	56-1995, §1316.19; 17-1997, §1
§27-1521	Unsafe Sign Removal	56-1995, §1316.21; 17-1997, §1
§27-1522	Abandoned Sign Removal	56-1995, §1316.22; 17-1997, §1
§27-1523	Illegal Sign Removal	56-1995, §1316.23; 17-1997, §1
§27-1524	Cost of Removal	56-1995, §1316.24; 17-1997, §1
§27-1708	Interpretation of District Boundaries	56-1995, §1318.08; 38-1997, §1
§27-1709	District Provisions Compliance	56-1995, §1318.09; 38-1997, §1
§27-1715	Special Exceptions Application Requirements	56-1995, §1318.15; 38-1997, §1
§27-1716	Application Review Procedures	56-1995, §1318.16; 38-1997, §1
§27-1803	Permits	56-1995, §1319.03
§27-1909	Special Airport Zone Permits	56-1995, §1320.09
§27-2002	General Definitions	56-1995, §1321.02
§27-2005	Sign Definitions	56-1995, §1321.05

C. Repealed Provisions. The following provisions of the Code are repealed, the text of which indicates deletions by strike-through, and are as follows:

Section	Subject	Ordinance No.
§27-207	Enforcement and Administration	56-1995, §1303.7

Section 7. Procedural Changes. The following minor procedural changes have been made to existing City ordinances:

- A. Grammatical and spelling errors have been corrected where necessary;
- B. Minor changes have been made to correct obsolete terms and usages;
- C. The penalty provisions have been revised where necessary to comply with the Pennsylvania Third Class City Code, Vehicle Code, Municipalities Planning Code and the Local Tax Enabling Act.

Section 8. Amending the Code of Ordinances. The procedure for amending the Code of Ordinances shall include the citation of the Chapter, Part, Section and Subsection to be amended, revised, repealed or added as follows:

- A. **Amendment or Revision** - "Chapter ___, Part ___, Section ____, Subsection ____ is hereby amended [revised] to read as follows..."
- B. **Additions** - "Chapter ____, Part ____, Section ____, Subsection ____ is hereby amended by the addition of the following..."
- C. **Repeal** - "Chapter ____, Part ____, Section ____, Subsection ____ is hereby repealed in its entirety."

Section 9. Responsibility for Code of Ordinances. It shall be the responsibility of the City Clerk to maintain an up-to-date certified copy of the code of ordinances. This copy shall be the official copy of the City of Reading Code of Ordinances and shall be available for public inspection.

Section 10. Penalties. It shall be unlawful for anyone to change, alter, or tamper with the code of ordinances in any manner which will intentionally misrepresent the laws of the City of Reading. Whosoever shall violate this Section shall, upon conviction thereof, be sentenced to pay a fine of not more than \$600 and costs, or in default of payment thereof, shall be subject to imprisonment for a term not to exceed 30 days.

Section 11. Severability of Parts of Codification. It is hereby declared to be the intention of the City Council that the chapters, parts, sections, paragraphs, sentences, clauses and phrases of this codification are severable. If any section, paragraph, sentence, clause or phrase of this code is declared unconstitutional, illegal or otherwise invalid by the judgment or decree of a

court of competent jurisdiction, that invalidity shall not affect any of the remaining chapters, parts, sections, paragraphs, sentences, clauses or phrases of this codification.

ENACTED AND ORDAINED this 29TH day of MAY, 2001

CITY OF READING

By _____
President of Council

ATTEST:

City Clerk

FEE SCHEDULE

§1. The City Council of the City of Reading has adopted a codification, consolidation and revision of the ordinances of the City of Reading, fees for the filing of applications, permits and licenses for the City of Reading, hereby establishes:

§2. All fees are hereby fixed as follows:

Delinquent Accounts.

Imposition of Fees.

An ordinance authorizing the imposition of fees, costs and expenses to be imposed on the collection of certain receivables due and owing the City of Reading which may consist of, but are not limited to, monies owed for City utilities, code violations, demolition and costs, parking fines, damage to City property, and delinquent taxes.

Delinquent Fees.

This Part shall impose the 25% collection fee costs of Penn Credit Corporation on the delinquent account.

Public Works Fees.

Findings and Purpose.

1. **Findings.** The City provides a variety of goods and services to the community. There is a continuing demand for these items, which result in escalating costs to the taxpayers. The City must establish user fees to assign the financial burden to those who benefit from such services.
2. **Purpose.** It is the purpose of this ordinance to establish a fair and consistent policy to charge user fees for City facilities, rentals, equipment, and labor, and to establish fees for public works permits.

Fee Requirements.

City Police Radio System.

1. **Facility Rentals.** The fees for facility rentals are based on the following groupings.
 - A. **Group I. No Rental Fee.**

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Delinquent Fees.

1. This Part shall impose the 25% collection fee costs of Penn Credit Corporation on the delinquent account.
2. **Administrative Charge.** Any administrative fee incurred for mailing the notice of delinquency, not to exceed \$50, being a cost of collection under the Municipal Claims and Tax Liens Act, shall be assessed. [*Ord. 56-2004*]
3. **Interest.** Interest will be assessed upon all delinquent real estate taxes at a rate of 10% per annum. [*Ord. 56-2004*]

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Fee Requirements.

City Police Radio System.

1. **Facility Rentals.** The fees for facility rentals are based on the following groupings.

A. **Group I. No Rental Fee.**

- (1) Regular meetings of duly constituted authorities of the City of Reading, School District, City, County, State or Federal governments or other agents or agencies.
- (2) Meetings of senior citizen groups whose headquarters is located in the City of Reading or whose membership is drawn from the City of Reading.
- (3) Meetings of youth groups whose headquarters is located in the City of Reading and whose membership is drawn from the City of Reading.

B. **Group II.**

- (1) Meetings or closed functions of civic organizations with headquarters in, and majority membership drawn from the City.
- (2) Meetings or closed functions to neighborhood, recreational or special interest groups with headquarters in, and majority membership drawn from the City.
- (3) Meetings or closed functions of resident political organizations.
- (4) Closed functions of churches of the City.
- (5) Meetings or similar closed noncommercial functions arranged by a resident with the majority of attendees anticipated to be City residents. (Except as noted in Group IV-A)

C. **Group III.**

- (1) Meetings or similar closed noncommercial functions arranged by a resident with the majority of attendees anticipated to be nonresidents.
- (2) Fund raising activities or other public functions of residents' civic, religious or political party organization.

D. **Group IV.**

- (1) Meetings or closed functions of employee or employee organizations of City based concerns included sales meetings that are not revenue producing on the property.
- (2) Meetings or closed functions of special interest groups sponsored by City based concerns.

- (3) Parties, receptions, banquets and similar functions sponsored by residents.
The kitchens, if available, are optional for any group.

E. **Group V.**

	2 - 4 Hours	4-6 Hours
3 rd and Spruce	\$150.00	\$200.00
11 th and Pike	\$100.00	\$125.00

Use of game room, conference room and other rooms is prohibited.

Note: Above fees are applied if gym is being rented for a function.

If gym is rented by a school (other than Reading School District) for their students, the fee is \$20.00 per month.

Note: If any facility is utilized on a complimentary (no charge) basis, which must be authorized by the Superintendent, a \$6.50 per hour attendant fee will be charged.

C. **Small Pavilion Rentals.** (Schlegel Park/Pendora Park/3rd and Spruce/Mineral Spring Park/Egleman Park (Each hour over 6 hours is \$10.00 per each additional hour.

- (1) City residents, up to 6 hours, \$25.00.
- (2) Noncity residents, up to 6 hours, \$35.00.
- (3) No deposit required.

D. **Large Pavilion Rentals; Egleman's and Hillside Pavilions.** (Each hour over 6 hours is \$10.00 per each additional hour)

- (1) City residents, up to 6 hours, \$40.00.
- (2) Noncity residents, up to 6 hours, \$50.00.
- (3) No deposit required.

E. **City Park Bandshell Rentals.**

- (1) \$150.00 for up to 8 hours.
- (2) Each hour over 8 hours is \$10.00 per each additional hour.

F. **Pagoda Rental.**

- (1) City resident \$60.00.
- (2) Non resident \$70.00.

- (3) Each additional hour over 6 hours is \$10.00 per hour
- (4) Deposit \$50.00.

G. **Ball Fields.** (Prices based on 2 hours of use).

- (1) Until 8 p.m. Adult \$10.00.
- (2) Until 10 p.m. Adult \$15.00.

H. **Chairs and Tables.**

- (1) Per chair, \$1.00.
- (2) Per table, \$4.00.

Note: There is a \$20.00 charge to activate electric at facilities.

I. **Large Stage.**

- (1) \$250.00.

J. **Snowmobile Rental.**

- (1) \$300.00 per day.

[Ord. 12-2002]

- 2. **Leagues.** League fees and field rental fees are established by assignment fees, cost of trophies, field maintenance, labor and hours required scheduling leagues or fields.
- 3. **Equipment.** Users shall pay a rental fee and deposit fee for all rental equipment.
- 4. **Labor and Machinery.** It is sometimes in the overall public interest to provide City labor and equipment for nonmunicipal functions and activities. These services shall be limited and to qualify must meet the criteria listed below.

A. **Criteria.**

- (1) Service relates to an item, nonprofit activity or event that services City of Reading residents and is in the best interest of the City of Reading.
- (2) There are no other reasonable providers of the same service or equipment.
- (3) The work to be performed will not adversely impact City operations as determined by the Director of Public Works.

- (4) The organization pays in advance for the estimated cost for those services as prepared by the Director of Public Works.

B. Terms.

- (1) Organization shall pay 100% of the cost of labor and equipment as established by hourly rate in this Part and for 110% of the cost of materials.
- (2) Certified nonprofit organizations that have their headquarters located in the City of Reading and whose membership is drawn from the City of Reading shall qualify for a discount for whatever is greater of the two below:
 - (a) First \$50 fee is waived.
 - (b) Shall receive a 20% discount.
- (3) City may provide services for an in-kind contribution to the City if one of the following qualifies:
 - (a) The organization is providing a service or improvement that would further the mission of the Department of Public Works.
 - (b) City sponsored event or activity.
 - (c) Any special agreements approved by the majority of City Council.
 - (d) Intergovernmental cooperation during disasters and emergencies.
 - (e) Trading of in-kind services. The City shall maintain an accurate account of the value of services received and provided.
- (5) City services will be scheduled on first come first served basis and if City crews are available. City emergencies, disasters or other unanticipated events shall take precedence over any scheduled events. Deposits will be refunded.
- (6) To be considered, applicants shall fill out a request for service on a form provided by the Department of Public Works a minimum of 10 working days prior to the scheduled event.
- (7) The Director of Public Works shall evaluate the request and make a determination within 5 working days of receipt of that request. If approved, the Director shall prepare a project cost estimate, which shall be paid by the applicant before the service request will be scheduled.
- (8) At 10% surcharge shall be added to all service and equipment fees provided to organizations that are using the City as a contractor or organizations located outside the City of Reading limits.

- (9) Only City employees shall operate mechanical City equipment. Equipment may not be rented without a City operator.
5. **Permits.** A person, firm or corporation shall not perform any work or construction until an approved permit is received from the City. Permit fees shall be assigned as listed in this Part.
6. **Review Fees..** The City shall assess fees to owners and developers for the technical review of subdivision and land developments as authorized by the Pennsylvania Municipalities Planning Code. All fees are to be submitted to the City at the time of the application with the Department of Community Development. The purpose of the fees is to recover the cost for the engineering and technical review of plans for proposed land developments. Fees are not refundable unless the City fails to act in accordance with the Pennsylvania Municipalities Planning Code.

Schlegel Park Pool Admission and Membership Fee

Admission Fees

Classification	Ages	Fee
Youth	8 to 16	\$2
Adults	17 and over	5

Membership Fees: (Per Season)

Classification	Ages	Fee
Youth	8 to 16	\$15
Adults	17 and over	\$50
Senior Citizens	65 and over	\$20
Single Family (1 Adult, 2 more Children)	N/A	\$75
Family (Adults, 3 or less Children)	N/A	\$90
Family (2 Adults, 4 or more Children)	N/A	\$110

Pool Rentals

Schlegel Park. Private party \$40 per hour. (Lifeguard costs are charged separate from pool rentals.)

Lifeguards. For under 30 people require 2 guards at \$8 per hour. For 30 people and over, require 3 lifeguards at \$8 per hour.

Camp Lilly. Private party \$30 per hour. (No lifeguards.)

7. **Permits.**

Type	Proposed Fee
Sidewalk Occupancy	\$20
Sidewalk Repair/Opening	10
Pole Permit	30
Driveway Permit	
Residential	100
Commercial	200
Building Line Surveys	2/FT
Dumpster	250
Handicap Parking	70
Renewal Fee	5

Type	Proposed Fee
Onlot Sewage Suitability	
Reading and Recording Two Deep Probes	\$250
Additional Soil Probes	50
Observation to Six Hole Percolation	250
Permit Processing	100
Re-application Fee	50
Onlot Sewage Planning Module	50/Lot
Sanitary Sewer Planning Module	\$500

8. **Review Fees.**

Subdivision/Annexation and Land Development

1. The following fees will be charged by the City of Reading for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code. All fees are to be submitted to the City at the time of application. (Plans will not be accepted for review by the City without the appropriate fee, application, and the required number of plans.) Check or money order (no cash) should be made payable to the City of Reading. Fees are not refundable unless the City fails to act according to the Pennsylvania Municipalities Planning Code.
2. **Time Limitations.** The City will accept the application when all necessary information and fees have been supplied and at the time, the review time clock will start. Any proposal which does not contain the appropriate information and/or fee(s) will not be processed through the City. In such cases, the applicant will need to supply all additional information or fee necessary. The review time-clock will not begin until the necessary information or correct fee is received. If a check is refused by the bank due to insufficient funds the review time-clock will stop as of the day such notice is received and the applicant will be so notified. The time clock will not re-start until the City has received the required fee.
3. **Meetings with Staff.** Meetings with the staff of the Planning Office to discuss proposals either prior to or during the formal review period is encouraged. Appointments can be made by calling (610) 655-6326.
4. **Definitions.** The term "lots" include conveyances, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or correction of lot lines.

The term land development includes any of the following activities:

- A. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:
 - (1) A group of two or more residential or non-residential buildings, whether proposed initially or cumulatively, or a single non-residential building on a lot or lots regardless of the number of occupants or tenure; or
 - (2) The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
- B. A subdivision of land.

5. **Residential Land Development Fees.**

Number of Units	Sketch or Revision to Record Plan	Preliminary	Final
1-5	\$100	\$200	\$500
6-40	\$200	\$400	\$700
over 40	\$300*	\$600*	\$900*
*plus \$10/unit over 40			

6. **Commercial/Industrial Land Development Fees.**

Area	Sketch or Revision to Record Plan	Preliminary	Final
less than 2 acres	\$100	\$200	\$500
2-10 acres	\$200	\$400	\$700
over 10 acres	\$300*	\$600*	\$900*
*plus \$50/acre over 10 acres			

7. **Subdivision/Annexation Fees.**

Number of Lots	Sketch or Revision to Record Plan	Preliminary	Final
1-5	\$50	\$100	\$200
6-25	\$100	\$200	\$300
Over 25	\$200*	\$300*	\$600*
*Plus \$10/lot over 25			

8. **Other Fees.**

Land Development Waivers	\$50
Parking Lot Reviews	\$100 (50 or less spaces) \$10 (for every 10 spaces exceeding 50 spaces)
Revisions to Plans	\$25 (per page)

[Ord. 57-2002]

9. **Enforcement.** The Director of Public Works is hereby authorized to interpret and enforce this Part. Also, the Director of Public Works shall establish and promulgate reasonable rules and regulations for the administration, collection and enforcement of this Part and

any other matters required under this Part. The City may change, modify, repeal or amend any portion of rules and regulations at any time.

Police Fees.

Fee for Certified Copy of Police Reports.

1. The cost for furnishing certified copies of verifications of crime report letters and police investigations of any vehicle accident or stolen or damaged property or any other official police report to any person, business entity, institution or any government body or agency shall be \$15 per report. No fee shall be charged for copies of reports supplied to officials or employees of the City of Reading for use in their official capacities.
2. The cost for undertaking a local criminal check shall be \$10, in accordance with 18 P.S. §9121(a)(1).

Bomb Squads and K-9 Squads,

Whenever the City's bomb detecting squad or the City's K-9 squad is used to assist any individual, group or municipality outside the limits of the City, there shall be a fee imposed therefor, said fee to be determined by the sum of the costs of the manpower involved and materials used.

Identification and Photographic Reproduction Performed by the Department of Police.

The sum of \$10 shall be paid to the Department of Police, City of Reading, for any photograph reproduction or finger printing performed by the said Department.

Police Radio System.

1. The municipalities desiring to avail themselves of the facilities of the police radio system of the City of Reading shall contribute towards the maintenance of said system; the following fees to be paid January 1 of each year:
 - A. For any Borough or Township maintaining and using the police radio system of the City in each motor vehicle, \$600 per year.
2. The following municipalities presently avail themselves of the police radio system of the City and shall contribute toward the maintenance of said system in accordance with the schedule set forth in subsection (1), hereof:

West Reading

Wyomissing

Shillington

Maidencreek Township

Wyomissing Hills

West Lawn

Spring Township	Mt. Penn
Muhlenberg Township	Sinking Spring
Laureldale	Kenhorst
Lower Alsace Township	Birdsboro
Exeter Township	Temple
Wernersville	Amity Township
Fleetwood	Mohnton
Cumru Township	Bern Township
Leesport	Oley
Morgantown	Ontelaunee Township
Centre Township	South Heidelberg Township
Robeson Township	

3. Said municipalities shall enter into agreements with the City of Reading for the use of said facilities, in a form to be approved by the City Solicitor.
4. Any municipality failing to enter into such agreements, which shall be accompanied by the advance payment of the annual fee, shall be denied use of the facilities of the City police radio system.
5. The moneys derived from the fees paid under the provisions of this Section shall be appropriated towards and used exclusively for the maintenance and upkeep of said police radio system, and shall be deposited in a separate fund, to be known as the "Police Radio Fund."

Trash and Recycling Certifications

There shall be paid to the Public Works Department of the City of Reading the sum of \$25 with respect to each trash or recycling certification pertaining to any property within the City.

[Ord. 68-2002]

Zoning Permits and Appeals

The following fees will be charged by the City of Reading for administration of the Zoning Ordinance [Chapter 27] and with respect to hearings before the Zoning Hearing Board as authorized by the Pennsylvania Municipalities Planning Code (MPC). See the following for permit descriptions. These fees are effective November 12, 2002. All fees shall be submitted to the City at the time of application. Check or money order (no cash) should be made payable to the City of Reading. Fees are not refundable unless the City fails to act in accordance with

the MPC. Zoning permit applications will not be reviewed nor will applications for appeals to the Zoning Hearing Board without the appropriate fee.

1. **Time Limitations.** The City will accept the application when all necessary information and fees have been supplied and at that time the 30 day review time-clock will start. Any proposal that does not contain the appropriate information and/or fee(s) will not be processed until such is received. If a check is refused by the bank due to insufficient funds the review time-clock will stop as of the day such notice is received and the applicant will be so notified. The time-clock will not re-start until the City has received the required fee.

2. **Zoning Permit Processing Fees.**

A.	Zoning Permit I (for most uses)	\$25.00
B.	Zoning Permit II (fences, nonconforming uses)	\$10.00
C.	Zoning Permit III (owner occupied dwellings)	No charge

3. **Appeals to Zoning Hearing Board.**

A.	Residential Dimensional Variances	\$400.00*
B.	Commercial Dimensional Variances	\$800.00*
C.	Special Exception Review	\$200.00*
D.	Use Variances	\$800.00*
E.	Interpretation of Zoning Ordinance or Map	\$800.00*
F.	Requests for variance extensions	\$50.00

4. **Conditional Use Permits.** \$300.00*

5. **Site Plan Review Fees:**

A.	Residential Site Plan Review	\$50.00
B.	Commercial Site Plan Review	\$100.00

6. **Telecommunications Tower Review** \$300.00

* In addition to Zoning Permit processing fee and all applicable plan/application review fees.

7. **Description of Zoning Permits.**

A. Zoning Permit I.

- (1) Change of ownership or lessee (commercial uses; non-owner occupied residential uses; multiple unit residential uses).
- (2) Building additions and accessory uses and structures exceeding 1100 square feet.
- (3) Subdivisions and land developments.
- (4) Signs.
- (5) Variances, Special Exceptions, Conditional Uses.
- (6) Fences in commercial and manufacturing districts.
- (7) All other uses or structures, except those listed under Permit II & III, that require a Zoning Permit.
- (8) Commercial off-street parking spaces.

B. Zoning Permit II.

- (1) Fences for residential uses.
- (2) Registration of a nonconforming use, building, structure or lot.
- (3) Residential off-street parking .
- (4) Sheds or decks under 100 square feet.

C. Zoning Permit III.

- (1) Registration of owner occupied single family dwelling (former rental unit or deconversion from multiple unit).
- (2) Registration of decrease in number of residential units.

[Ord. 58-2002]

Miscellaneous Fees.

Massage therapist permit \$125.00 per year

[Ord. 11-2005]

Tax Certifications.

There shall be paid to the Tax Administration Department, Real Estate Tax Department of the City of Reading, the sum of \$25 with respect to tax certifications pertaining to any property within the City and there shall be paid to the Department of Water of the City of Reading the sum of \$25 with respect to water and sewer certifications pertaining to any property; provided, however, that any tax, water or sewer certifications provided for senior citizen rebates shall cost \$2 for any property.

[Ord. 54-2002]

Special Events.

A fee of \$30 shall be imposed upon the grantee of any person for conducting a "special event" in the City on property other than in those areas under the supervision of the Department of Parks.

Use of the Pistol Range.

There shall be a fee of \$25 per person, per day, or any portion thereof, imposed for the use of the City of Reading Pistol Range by anyone other than the City of Reading Police Force or Police Academy students connected therewith.

Duplicate Bill Fee. A charge in the amount of \$10.00 shall be payable to the City of Reading, Pennsylvania, whenever a duplicate bill is prepared by the City for the obligor of said bill.

Service Charges. Dishonored Checks. Payment in Coin.

1. Dishonored Checks.

- A. A service charge of \$32 is imposed on the maker of a check payable to the City of Reading, its Treasurer or any of its departments, divisions, offices, etc., that is dishonored by the payee's financial institution. Said charge is to cover administrative costs associated with processing the dishonored check.
- B. An additional service charge of \$20 is imposed on makers of dishonored checks if the dishonored check and costs are not made whole to the City and the City must process a reversing of the paid items. Said charge is to cover administrative costs associated with reversing of the paid items.

2. Payment in Coin.

A service charge of \$10 is imposed for payment in coin of any obligation due the City of Reading in excess of \$10.

[Ord. 53-2002]

City of Reading Code Book.

1. The City of Reading Code Book shall be available to the public through the City's web site (internal and external) at the Reading Public Library and the Berks County Law Library, where all parts, including the Home Rule Charter, are fully downloadable.
2. Copies, print and digital can be ordered for purchase in the City Clerk's office at the following costs:
 - A. Digital version, \$150.00, with supplements made available for purchase upon completion.
 - B. Print version, \$450.00, with supplements made available for purchase upon completion.
3. The revenues generated from the sale of the City of Reading Code Book be used to support ongoing supplement service for the book and to support the continued development of the City of Reading web page.

[Ord. 31-2001]

(Ord. 14-2001A, 5/29/2001; as amended by Ord. 31-2001, 9/10/2001, §§1-3; by Ord. 54-2002, 10/28/2002, §1; by Ord. 53-2002, 11/12/2002, §1; by Ord. 57-2002, 11/12/2002; by Ord. 58-2002, 11/12/2002; by Ord. 68-2002, 12/9/2002, §1; by Ord. 56-2004, 12/27/2004, §§1-3; and by Ord. 11-2005, 3/1/2005, §1)